

**5.3. Responses shall be provided in the following format:**

**5.3.1 The completed Schedule, the description of the multi-unit discount structure, all equipment quotes, all vendor workups, and responses to VA Directive 6550 shall be provided as attachments on CD/DVD.**

**5.3.2. The vendor shall provide one CD/DVD for evaluation.**

The subject of all attached quotes shall be in the format as below:

VISN 23 Ultrasound Special Consolidation: PO Number, VAMC Location

**The Information attachments** should be uploaded to CD/DVD: Brochures on the equipment, Multi-Unit Discounts, amendment letter and any other information the vendor determines is necessary for the decision making process.

If any Information files are VISN dependent, include the VISN number at the beginning of the file name. For example, a different multi-unit discount has been drafted for each VISN and named accordingly.

**The MDS2 and 6550 attachments** should be uploaded to CD/DVD and named after the equipment type.

**The Quotes attachment** should be named for each VISN that an offer is being made and uploaded to CD/DVD.

**The Workups attachments** should be created and organized the same way the Quotes file is organized. However the workups should be submitted as Microsoft Excel documents and uploaded to CD/DVD.

**5.3.3. PAPER COPIES ARE NOT ACCEPTABLE.**

**5.3.4.** Acceptable software formats are Microsoft Word, Microsoft Excel, and Adobe (.PDF).

**5.3.5. The vendor shall ensure all documents shall be UNLOCKED, UNPROTECTED and SEARCHABLE for editing to facilitate preparation of orders for award.**